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23 January 1947

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Mr.
c/o
Room 204 - 2210 E St. N.W.
Washington, D.C.

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Dear Mr.

Receipt is acknowledged of Requests for Work to be Performed (Forms 10-292), numbered XG-1, covering requisitions to the Public Buildings Administration for lease and installation of electric water cooler, under date of 14 January, and installation of a 3 x 7 monitor board, under date of 16 January 1947.

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With respect to the request for the water cooler, Mr. has been instructed to secure the actual or approximate cost of the installation charges and monthly rental rate. Upon receipt of this information, the document will be obligated (encumbered) and returned to you for release to the Public Buildings Administration. The obligated copy of the request for the monitor board will be returned within the next few days for your records.

In the future, each Form 10-292 should contain an indication as to actual or approximate cost of the service involved in order that the Accounts Unit of the Finance Division may set up an obligation on its records. It is also necessary that all requests for continuing services be made on a quarterly (fiscal year) basis, indicating dates of the services. If the services will be required for more than one fiscal year quarter a new request should be issued continuing the services for the next quarter. The new request should be initiated in the same manner as the original indicating, of course, that it covers continuation of services already being rendered. This is necessary since funds are allotted for obligation purposes on a quarter year basis to provide a strict budgetary control of apportioned appropriations. Accordingly, new requests for the cooler and board should be issued continuing the services from 1 April and again from 1 July 1947, etc., if conditions so warrant. Funds will be obligated for the requests now in hand through March 1947.

It is noted that the Forms 10-292 mentioned above are both numbered XG-1. Since such documents will be listed in our records by bureau number, it is requested that they be numbered in sequence in the future. The request for the electric water cooler has been identified as Bureau Number XG-1A for administrative convenience.

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Mr. [redacted]

Also received was copy of Standard Form 1034 payable to [redacted] Telephone Company for services rendered your office for the period 21 November to 20 December 1946. Since billing will be made against the Public Buildings Administration by the Telephone Company it is assumed that the Form 1034 is merely an advance copy of the billing and the Public Buildings Administration will claim reimbursement from your office on Standard Form 1080 which will be forwarded to the Finance Division for payment. Copy of Standard Form 1034 will be retained in the files of this office for use in the audit of the Public Buildings Administration voucher when received at which time, because of calls chargeable to [redacted], adjustments between your Branch allotment and the Security allotment will be effected.

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It is hoped that the above information will be clear to you; however, should any questions arise concerning this or any other matters don't hesitate to advise. If you have not already done so upon receipt of this letter, please forward actual or approximate cost in connection with the electric water cooler installation and lease.

Very truly yours,

[redacted]
ASSISTANT CHIEF
Fiscal Section

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VLB:ek
cc: [redacted]

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Saunders
Fiscal Folder

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